Clear Form Instructions

PRINCETON UNIVERSITY
HUMAN RESOURCES

CASUAL HOURLY EMPLOYEE FORM

Use this form to hire, rehire, transfer, correct the data of, or extend the employment of a casual, nonexempt hourly employee. Do not use this form to hire a Princeton student. Contact Student Employment or the Graduate School. Refer to the website for detailed instructions and to policy 2.1.1 Temporary Employees.

All new employees must complete Personal Data, I-9, and W-4 forms within three days of employment.

Employees must be eligible to be employed in the United States. HR will work directly with the employee to confirm employment eligibility. Individuals must be at least 16 years old to work at Princeton. Some positions require individuals to be 18 or older. Working papers are required for all 16 and 17 year olds before they begin work.

Please complete all fields.

Select One: ☐Hire ☐Rehire ☐Transfer ☐Extend Employment ☐Correction/Change, Explain: _____

Employee ID: _____ (If known) Name: _____
Legal Last *Legal First* *MI*

Effective Date: _____ *MM/DD/YY*

Termination Date: _____ *MM/DD/YY*

(**Required**—Enter day after last day worked/paid. Appointment must not be longer than 1 year. The period of employment should not have a break of more than 4 weeks).

Estimated hours per week: _____

☐ Union Hall Employee

Dept. #: _____ Department Name: _____

Employee Personal Email Address: _____

Type of work performed: _____

Will employee be working out of state or country? ☐ Yes ☐ No If yes, what state or country? _____

Has worked at Princeton before? ☐ Yes ☐ No

Is this employee under age 18? ☐ Yes ☐ No If yes, working papers must be attached.

Comments: _____

_____

Please verify that all information above has been completed and is correct. By way of signing this form the Authorized Department Representative attests that they have received the necessary HR/Provost approval for this position.

_____ _____
Authorized Department Signature Date Authorized HR Signature Date

_____
Print Name Work Extension

For HR use only

Job Information: HIR/CAS or REH/CAS Job Code: S=9993 V=9994 OC=9995 O=9999

Full/Part = Part-Time *PU Compensation:* $0 / 26 / 100

Email the Office of Human Resources at hr@princeton.edu.

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